



## CITY OF HUNTINGTON BEACH

### INTER-DEPARTMENT COMMUNICATION

TO: Planning Commission

FROM: Scott Hess, AICP, Director of Planning *SH*

DATE: December 9, 2008

SUBJECT: **Late Communication – Agenda Item No. B-2**  
**(ZTA No. 08-003 - Amending HBZSO Chapter 233, Signs)**

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Attached is a revised cover page of the draft ordinance correcting the title and Section 1.

The corrected draft ordinance should read Huntington Beach Zoning and Subdivision Ordinance, not Municipal Code.

Attachment: Revised Cover Page – Draft Ordinance ZTA No. 08-003

AN ORDINANCE OF THE CITY OF HUNTINGTON BEACH  
AMENDING CHAPTER 233 OF THE HUNTINGTON BEACH ZONING AND  
SUBDIVISION ORDINANCE RELATING TO SIGNS

The City Council of the City of Huntington Beach does hereby ordain as follows:

SECTION 1. Chapter 233 of the Huntington Beach Zoning and Subdivision Ordinance is hereby amended to read as follows:

**233.02 Reserved**

**233.04 Permits Required**

Sign permits are required for all signs, unless expressly exempted under Section 233.08 or otherwise provided by this Code. A building permit application for a new sign or change in sign panel/face shall be approved by the Planning Department prior to installation and issuance of a building permit by the Building and Safety Department.

A. Sign Permit. A complete sign application shall include the following information:

1. Two sets of fully-dimensioned plans drawn to scale. The plans shall include the following:
  - a. Site plan indicating the location of all proposed signs, as well as the size and location of existing signs on the site. Photographs should be submitted if available.
  - b. Sign elevations, indicating overall square footage and letter/figure dimensions, letter style, color (indicate standard color number if applicable), materials, proposed copy and illumination method.
  - c. Dimensioned building elevations with existing and proposed signs depicted.
2. Property owner approval in the form of a letter or signature on the plans, approving the proposed signs and authorizing submission of the sign application.
3. For wall signs, method of attachment; for freestanding signs, foundation plan, sign support and attachment plan.
4. Type and method of electrical insulation devices, where applicable.
5. Any design modification from the requirements of this chapter that have been approved shall be noted, and compliance with the Planned Sign Program, limited sign permit, or sign code exception shall be demonstrated.